

Change Management (**PROC 1004**) **Response: Accepted. Reworded. See master document. - NAD**

Scope

This process covers how to manage changes to the project's PMP. **Response: Accepted, all above**

Policy

ER 5-1-11 [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

ER 37-1-26 [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf>]

Responsibility

The Project Manager (PM) is responsible for overall project change control **as addressed in the PMP. Response: Reworded. See master document.**

Project Delivery Team (PDT) members **and Resource Providers Response: Accepted. Reworded. See master document. see step 1 logic notes in master document** are responsible for notifying the PM as soon as they become aware of any potential changes.

Distribution

Project Delivery Team (PDT)*

Project Manager (PM)*

1. **Response: Comment rejected. BP/P2 Program Office changed to Configuration Management Board. See glossary**

System References

Activity Development [[PROC1010](#)]

Change Management Plan [[REF1025](#)]

Customer Scope Definition [[PROC1007](#)]

PMP Approval [[PROC1018](#)]

PMP Development [[PROC1012](#)]

Project Delivery Acquisition Strategy [[PROC1020](#)]

Project Execution and Control [[PROC1017](#)]

Activity Preface

This process is performed whenever changes occur to the project. Changes **Response: Rejected, not all changes require approval** will require a re-approval of the Project Management Plan (refer to *PMP Development[PROC1012]* and *PMP Approval[PROC1018]*).

Change Management is one of the most critical activities undertaken by the PDT. It is the process by which changes in a project are both agreed upon and documented. Approved changes become the basis for adjusting baseline performance measure, and thus impact the performance metrics and quality objectives established for project success. The PDT **must** reach agreement on all proposed changes, or **elevate as necessary**. **Response: Reworded. See master document.**

Upon completion of this process, return to the calling process.

Project Delivery Team (PDT)

1. **Response: Accepted.**

Determine if the identified changes or corrected actions have impacted the project's Baseline PMP scope, schedule, quality objectives, and budget.

2.

Response: Rejected. Logic reviewed and determined to be correct.2. Record changes in P3e.

Changes **in** the PMP **Response: Reworded. See master document.** may be documented in P3e using the Issue Log.

3. Determine if changes need to be documented in Lessons Learned.

If documentation needed, stop and complete *Lessons Learned[PROC1021]*. Otherwise, goto task #5.

5. Return to *Project Execution and Control[PROC1017]*.

End of activity.

Project Manager (PM)

6. Create or modify "what if" version of the project in P3e.

This scenario will reflect the anticipated changes in the proposed revised PMP.

Stop and complete PMP Development/PROC1012/.

7. Initiate a Change Request Form in P2. **(What is value added? Can this be system generated automatically upon change/re-approval of the PMP?) Response: intent is for this action to be automated.**

The Change Request Form serves as the justification and approval document for the proposed change and the revisions to the PMP.

The Change Request Form should be attached to the project in P3e as a reference document.

For more information on the use of Change Request Form, refer to Change Management Plan/REF1025/.

8. **Represented by approval of PMP. Response: Reworded. See master document.**

Stop and complete PMP Approval Process/PROC1018/.

Completion of the PMP Approval process will result in an update of the project data in P2, and an adjustment of baseline project metrics for performance measurement.

If change approved, goto task #9. Otherwise, goto task #6.

9. Document in Lessons Learned.

Stop and complete Lessons Learned/PROC1021/.

10. Return to calling process.

End of activity.

